

**General Meeting Minutes**

February 7, 2018

Talley Student Union, Governance Chamber

**Present:** Steve Bader, Adam Bensley, Angkana Bode, Connor Brady, Katherine Brownlee, Carissa Burroughs, Nikki Cofield, Richard Corley, Randy Davis, Helen DiPietro, Ashley Dockery, James Draper, Paul Feught, Pat Gaddy, Rhonda Greene, David Hawley, David Herpy, Shawnda Hill, Miriam Hines, Rodney Holmes, Mindi James, Charles Jones, David Kelly, Stefanie LaJuett, Sara Lane, Lib McGowan, Tenille Naumann, Angela Nicholson, BJ Okleshen, Jason Painter, Amanda Petty, Cathi Phillips Dunnagan, Alan Porch, Ranjani Rajagopalan, Dana Ripperton, Beth Rosen, Yolanda Sanders Karin Sandler, Richard Sapienza, Ashley Schwed, Wendy Silver, Janice Sitzes, Lena Smith, Ben Strunk, Holly Sullenger, Joe Sutton, Allen Thompson, Kelly Vogel, Kimberly Zugay, AVC Williams, Corrinda Watkins

**Excused:** Katie Bennett, Brenna Collins, Melissa Cardez, Shanna Harwell, Monique Merriweather-Yarborough, LaTonya Scott, Sabra Stipe, Tiffany Viator, Dannica Wall-Prestage, Emanuel Guzman, Juan Robson

**Call to Order**

- Cathi Phillips Dunnagan, Chair of the Staff Senate called the February 7<sup>th</sup> Staff Senate meeting to order.

**Approval of the Staff Senate January 10, 2018 Minutes**

- Tenille Naumann, Parliamentarian called for a motion to approve the January 10<sup>th</sup> Staff Senate minutes. Minutes were unanimously approved.

**Marie Williams, Associate Vice Chancellor for Human Resources**

*Employee Engagement Survey*

- NC State is giving faculty and staff the opportunity to participate in an employee engagement survey. The survey is anonymous and completely confidential. It will be conducted between Jan. 29 and Feb. 12.

<https://hr.ncsu.edu/employee-engagement-survey/>

*OIED Announcement*

- Effective March 1, Sheri Schwab, who currently serves as Director of County Operations for the North Carolina Cooperative Extension Service, will assume the role of Interim Vice Provost for OIED. For the remainder of February, Marie Williams, Associate Vice Chancellor for Human Resources, will oversee day to day operations of OIED.

**Makeba L. Jackson, MPA MHS, Learning & Development Consultant**

*SHRA and EHRA Non-Faculty Management Essentials Training Program*

- A 2-Day Interactive Training Program for Managers and supervisors
- February 15-16 Western Blvd., Business Services Room 130
- February 15-16 Admin. 2, Room 101

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- <https://lod.hr.ncsu.edu/management-essentials-managersupervisory-training/>

**Chair's Report, Cathi Phillips Dunnagan**

- Staff Shout-Out: Nancy Phillips 10 Years of Service!
- UNC Staff Assembly Chairs Monthly Meeting - January 26*
- Day of Service - April
  - 2018 Chancellors' Cup Golf Tournament - Wednesday, May 16, 2018

*Packapalooza - Saturday, August 25, 2018*

- Website, <https://packapalooza.ncsu.edu/>
  - Plan to Volunteer for our booth and for Packapalooza!  
<https://packapalooza.ncsu.edu/volunteer/>
- The App,  
<https://guidebook.com/space/ncstateguides/guide/wnwncavuj1bpmfz/>

*2nd Annual NC State Wellness Fair - February 21, 2018, from 11 a.m.-2 p.m.*

- Staff Senate Booth - Wheel of Knowledge! Allen Thompson
- Location: Talley Student Union State Ballroom

**Committee Reports:**

**Governance/Elections, Helen DiPietro**

- Governance/Elections Committee has completed steps for the nomination process for Spring 2018 elections. Nominations went live on Feb 7th at 9am and will end on Feb 26th at noon. Connor wrote a blurb for the staff senate newsletter on the nomination process. Helen, Jason and Cathi will be meeting with AVC Marie Williams on Thursday, Feb 8 to review the by-law changes. The Committee will help Shanna review the nominations March 1-16th as needed.
- Any staff member can submit a nomination for senator.
- The online nomination process is available now through **noon on Monday, February 26, 2018** at: [go.ncsu.edu/staff.senate.nominations](http://go.ncsu.edu/staff.senate.nominations)

**Human Resources, Yolanda Sanders**

- Staff Senate's annual coat drive has been very successful, equipping more than 100 faculty, staff, and students with gently used coats. There is more to come at the final coat drive Wednesday, February 21st on the Brickyard from 10:00 am to 2:00 pm.

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**Public Relations, Nikki Cofield**

- Thank you to everyone who participated last month. We were unable to use some of the video we shot due to background noise, blurry/out of focus, portrait/landscape format on smartphones.
- We will continue to work on the STAFF SENATE VIDEO but it will not be ready in time for this year's nomination and election process. We felt it better not to rush the process so that we have a professional video that we can be proud of and that can be used for future election processes.
- GOING FORWARD FOR ELECTIONS PROCESS
  - *Senator Spotlight*
  - We have created a Google Form open to Staff Senators ONLY -- if you would like to share your personal stories. The concept is that we can keep adding new bios to our website during the nominations phase and even into the election campaign. We are also adding Senator Spotlight to the main page of the Staff Senate website----Nancy will send an email to all Staff Senators.
  - *Questions for Senator's Spotlight:*
  - Your name, title, dept/unit
  - Staff Senate District #
  - How did you first get nominated? Yourself? Someone else?
  - What did you think when you first started?
  - List a benefit (or two or three) that you personally have gained as a result of being a Senator.
  - Include a single line of encouragement for someone considering running for Senator.
  - Include your single word that describes YOUR Staff Senate experience
  - Include a photo that you would let us publish to the website with your story!
- *SOCIAL MEDIA:* Promote the election nominations, then the election campaign.
- *2018 Polar Plunge for Special Olympics North Carolina-* Lt. Davis has asked the PR Committee to assist with getting the word out for the Polar Plunge which we are happy to do. Some of the ideas are to get LEADERSHIP involved and perhaps make it a competition between the colleges. Who wouldn't love to see the head of their dept or college participate by FREEZIN FOR A REASON.
  - OF course we will also push the polar plunge event via our SOCIAL MEDIA CHANNELS (Facebook, Twitter, Snapchat, LinkedIn, Instagram).
  - We ask that everyone also spread the word in your respective departments by posting flyers.
- STAFF SENATE SOCIAL MEDIA--would love to have more Staff Senators add the Staff Senate Snapchat. It's a quick and easy process. Stephanie demonstrated to Senators just how easy it is.

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**External Affairs, Ashley Schwed**

- Legislature still in session.
- There has been no decision on the legislative redistricting.

**Resources & Environment, Janice Sitzes**

*Recent/upcoming activities and events:*

- Shepherd's Table Soup Kitchen (January 23) – Our team of six had a very rewarding and humbling experience preparing and serving a lunchtime meal. We have reached out to Shepherd's Table to see about setting up a second date for volunteering, possibly in the spring.
- Waste Reduction Lunch n Learn (February 14 from noon-1:00 p.m. in Talley 3210)/Sonoco Tour (February 22 at 10:00 a.m.) – This has not been actively promoted. Please help spread the word.
- The guided greenway bike rides will resume in March and be offered on a monthly basis through October. Rides will take place on the third Wednesday of each month (the same dates as the Staff Senate Executive Board meetings) from 12:15-1:00 p.m. Rides will depart from the Carmichael breezeway. These rides will be more social in nature (i.e., no campus police escort). Sign-up sheets will be used, mainly to be able to contact individuals in the event of ride cancellation (due to weather, etc.) Ride dates are as follows: March 21, April 18, May 16, June 20, July 18, August 15, September 19 and October 17.
- REC is registered to have a table at NC State's Earth Fair on April 4. Earth Fair is the same day as the April Staff Senate meeting.
- We have reached out to Habitat for Humanity for REC to sponsor a team on April 6.

**Diversity, Karin Sandler**

- The Diversity Meeting met with Corrinna Watkins and Cathi Dunnagan to discuss details about the upcoming Dancing Around the World event. We received approval to move forward with our preparations. Currently, we are finalizing student and staff performances. The event will take place in the Coastal Ballroom on March 13 from 5-8pm and will include food and refreshments. Registration will be required due to limited space and information about registering for the event will go out in an upcoming staff senate article.

**Computer Loan Program, Joe Sutton**

- Nothing new to report.

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**Old Business:**

- Vice Chair David Herpy reported that the Controller's Office is re-evaluating the MCD Allowance Policy to consider SHRA and EHRA non-exempt employees.

**New Business:**

- None.

**Adjourn:**

- Staff Senate General meeting was adjourned at 11:13am

Respectfully submitted by Nancy Phillips, Administrative Assistant